TOWN OF WILLIAMSPORT MAYOR AND COUNCIL MEETING MINUTES November 9, 2015

A regular meeting of the Williamsport Mayor and Council was held on November 9, 2015, at the Williamsport Town hall in Williamsport, MD at 7:00 p.m.

In attendance were:
Mayor James G. McCleaf II
Asst Mayor Joan Knode
Councilman Bill Green
Councilman Dustin Byers
Councilman Scott Bragunier
Councilman Jim Kalbfleisch
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotelmyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Dustin Byers to accept the Regular Council Meeting Minutes from October 12, 2015, Workshop Meeting Minutes from November 3, 2015 and Executive Session Meeting Minutes from November 3, 2015. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report for October 2015. Councilman Jim Kalbfleisch made a motion to accept the financial report as presented. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Guests

No guests.

Correspondence

Mayor James G. McCleaf shared a letter from town resident, Pastor Perry. Mr. Perry wrote a letter thanking the town for all of their hard work in securing the funding to rewater the Conococheague Aqueduct. He thanked the town for inviting him and his wife to the special reception that was held on October 30th, 2015 to celebrate this achievement.

Mayor James G. McCleaf shared an invitation to attend the next MML Western Maryland Chapter meeting at the American Legion in Clear Spring located at 12335 Big Spring Road on Monday November 23, 2015. Social hour begins at 6:00pm and the meal will be served at 6:45pm.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

Town Attorney, Ed Kuczynski reported the Board recently reviewed a request by Franklin Turner of 17325 Virginia Avenue for variances for side yard, front yard, lot area and parking requirements in connection with construction of two family dwelling at property located at 44-46 W Salisbury St, Williamsport, MD. Property zoned tone residential. Denied by the zoning administrator for the reason that side yard and rear yard variances are required as well as variances for lot area and parking requirements in connection with proposed construction of two family dwelling pursuant to the article 10 section 1005 of the Williamsport zoning ordinance file no: W-156 11.15 #1. Hearing Date was on Thursday, November 5, 2015 at 5:30pm. At the hearing the request for variances was approved.

History and Museum Board

Mr. Jerry Knode reported it was a good year at the museum and now it's slowing down.

Planning Commission

October 31, 2015

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for October, 2015

• There wse (1) permits submitted in October, and a total of (1) approved. There are twelve (12) permits unresolved.

2015-0316 Springfield Lane Pavilion Construction Approved

Permits Approved:

2015-030 14 West Potomac Parkway Portable office Approved

Permits Being Reviewed:

2012-36 15940 Lockwood Rd Business Usage (Road Chg. Required) Projected completion 10/2015

2014-20 124 E. Potomac Street Sidewalk and ADA replacement (County) Being designed; target 10/2015

2014-21/26 14-26 E Salisbury Street Remove & replace front sidewalks (Town) Contract & constituent interview

2014-44 104 E Potomac Street Bus Shelter (County) Completion target 10/2015 2014-45 5 N. Commerce Street Construct Visitor Center (Town) Requires BZA Scheduling

2015-30 (a) 14 West Potomac Parkway New business w/Portable office Change in-process 2015-032 44-46 W.Salisbury Street Construct Duplex Scheduled for Variance Review

Planning:

Sidewalk Usage Standards: Await final document from attorney (No Change to status)

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

Town Attorney, Ed Kuczynski reported he has spoken with Dan Matonic, structural engineer who will be assisting him with putting together a bid packet for the clock tower.

Sheriff's Report

Mayor McCleaf gave the October Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported they are getting things ready at the Barn for Charlie Brown Christmas. They will have over 100 trees decorated. She shared that the Christmas stamps for the Post Office feature Charlie Brown this year.

Councilman Jim Kalbfleisch held discussion on the proposals for installing cameras at the Springfield Barn. Councilman Kalbfleisch explained he has the same kind of camera installed at his house as the one that will be installed at the Springfield Barn. Councilman Kalbfleisch has worked for Glessner Protective Services for 38 years and he would like to see the Mayor and Council award the project the project to them.

Councilman Scott Bragunier reported the Junior Bass Masters conducted a clean-up at River Bottom Park and collected 15 bags of trash. They are an active group in community. Councilman Bragunier thanked the Mayor and Council for allowing him to attend the MML Fall Conference. The three main topics that were discussed at this year's conference were restoring highway user revenue, project open space monies, and body cameras for police officers. Councilman Bragunier thanked Councilman Alan Redding and Councilman Bill Green for volunteering and organizing the Moonlight Festival in the downtown area for trick-or-treat night. It was a great event. Councilman Bragunier reported the town employees are starting to put up Christmas decorations in Byron Memorial Park. Councilman Bragunier informed the Mayor and Council he was contacted by the Kelly Miller Circus wanting to know if the town was interested in hosting the circus again in May 2016. Councilman Bragunier said he would like to see the town partner with a local non-profit to help sell tickets such as the Conococheague Little League, the Williamsport Wrestling Club, and maybe the Lion's Club. Last year, this event lost money this past year because he didn't have as much time and energy to push the tickets. Councilman

Bragunier said the Kelly Miller Circus only gave him a week to decide because they are trying to set their schedule for the coming year. The Mayor and Council gave Councilman Bragunier permission to move forward with scheduling the Kelly Miller Circus for May 2016 contingent on finding a local partner(s) to help with selling the tickets.

Councilman Bragunier gave the following report for the Williamsport Economic Development Committee:

- This month the EDC completed the town's Business Directory and soon will be sending out a survey trying to gauge the business climate of Williamsport. The purpose of the survey will be to take this critical information and let it guide the many directions the EDC will be go in the coming years.
- Deb Palsha, a commercial realtor met with me to go over the old Sheetz property to help in a business analysis to help determine the value of the property. She's still coming up with a price but feels that the negotiation of allowing 5 parking spaces to Sheetz employees will devastate its value.

We should work aggressively to negotiate a smaller number that would only utilize the top parking spaces or none at all. I would like if the Mayor could urge Ed to open talks again with Sheetz to see if we can negotiate this.

- Other projects in progress are:

Working with Zion Lutheran Church to negotiate a possible partnership to have a municipal parking area near downtown to be more shopper friendly to our downtown businesses. I should hear back from them this week.

Coming up with a work plan to have downtown WiFi.

Coming up with a rental space directory

Other various projects.

*Back to the Media will be closing their doors in October and moving their business to the CHAMBERSBURG Mall. This is a sign that a business can succeed and grow in Williamsport. Even though they're leaving it's still a good sign that businesses can work here.

* Williamsport Hardware and Tackle store will be opening soon on North Conococheague Street.

Councilman Bragunier said he was contacted by Lee Downing from Zion Lutheran Church about utilizing their empty parking area. Mr. Downing gave the town permission to utilize that parking lot in exchange for plowing, mowing and weed wacking that lot and surrounding area. Councilman Bragunier would like to work with Town Attorney, Ed Kuczynski to put together a one year agreement for a trial period to see how well this arrangement will work for the town. Councilman Bragunier asked if we would be able to regulate or enforce current parking regulations. He fears people will park their cars in that lot and let them sit. Town Attorney, Ed

Kuczynski said if we lease that lot, then the town parking regulations would apply and could be enforced. Councilman Bill Green said if it is considered town parking, then residents will have to move their cars every 24 hours. Councilman Bragunier discussed the current status of the Sheetz property. He said a market analysis was conducted recently. The town was told the property was valued at \$500,000. However, the market analysis valued the property between \$200,000-300,000. This is largely due to the parking spaces the town agreed to provide for the current Sheetz property. Town Attorney, Ed Kuczynski explained the parking spaces could be renegotiated if the town came up with a plan for providing 5 parking spaces for Sheetz. Councilman Bragunier said the town's EDC recommends the town try to sell that property. Town Attorney, Ed Kuczynski said a public hearing would need to be held to hear testimony from town residents before we would put it up for sale because it would no longer be allocated for public use. Mr. Kuczynski said there are certain procedures that have to be followed to sell the Sheetz property. He said this process will have to be followed. Mayor McCleaf said the Mayor and Council need to determine whether this property is needed for public use. Mr. Kuczynski said the town could request proposals for what people would like to see go into this building. Councilman Bragunier said he would recommend the Mayor and Council move forward with the intention of selling this property. Mr. Kuczynski said the town residents want to see something done with this property. Mayor McCleaf said the town would have to put some sort of restrictions on the use of this property. So if we ask for proposals, we need to set up limitations like if we do not want a liquor store there, or other uses we do not want. Assistant Mayor Joan Knode would like to see us move the town offices down to that structure, which could also become more of a welcome center. Mayor McCleaf said the town residents have a lot of good ideas of what could go into that building. Councilman Bragunier asked the Mayor and Council what is the next step. Town Attorney, Ed Kuczynski said the Council should have significant discussion on this property. He also said the Council should go ahead and schedule a public hearing to get input from the town residents to find out what they would like to see done with this structure. Mayor McCleaf suggested we schedule two public hearings for January 12th at 6:30pm and the 2nd one at January 26th at 6:30pm. The Council was all in agreement with this.

Councilman Dustin Byers reported he was going on a ride with Town Clerk, Donnie Stotelmyer to show him a street light that they have been having problems with on Maplehurst Avenue.

Councilman Alan Redding was not present.

Councilman Bill Green reported they've been ticketing more on the streets lately.

Mayor's Report

Mayor McCleaf reported all the funding is now in place for the restoration of the Conococheague Aqueduct project. Senator Cardin recently came to Williamsport for a ground breaking ceremony for the construction of the water intake system and the lifting of the Railroad Lift Bridge. There is a lot happening down at the C&O Canal in Williamsport.

Unfinished Business

Mayor McCleaf held discussion regarding the installation of surveillance cameras at the Springfield Barn. Councilman Dustin Byers presented an estimate from Tactical Solutions and Integration at a price of \$7,876.51. Councilman Jim Kalbfleisch presented a quote from Glessner

Technologies at a price of \$8,636.00. Councilman Byers said his recommendation is to award the project to Tactical Solutions and Integration. In their estimate, Tactical Solutions is offering a 3 year warranty on their work and equipment, whereas Glessner is only offering a one year warranty and their cost estimate was higher. Councilman Jim Kalbfleisch suggested we award the project to Glessner Solutions because it is an established and more reliable option. If we ever had problems with the equipment, he feels Glessner would be better able to respond because this is what they do full time, whereas the team at Tactical Solutions all have full time jobs and the surveillance work is only something they do on the side. Councilman Dustin Byers made a motion to award the project to Tactical Solutions and Integration at a price of \$7,876.51. This motion was seconded by Councilman Bill Green. With all voting in favor, except Councilman Jim Kalbfleisch who voted no, motion carried.

New Business

Mayor McCleaf called on Donnie Stotelmyer to present the Community Parks and Playgrounds grant of \$25,512 to purchase additional pieces of fitness equipment for the Williamsport Fitness Trail in Byron Memorial Park. This is Phase II of the Fitness Trail Project. Mayor McCleaf asked Mr. Stotelmyer if this grant money was 100% or was there some sort of match required from the town. Mr. Stotelmyer said this money is granted at 100%. There is no obligation from the town. Mayor McCleaf asked for a motion to accept this grant. Councilman Scott Bragunier made a motion to accept a grant of \$25,512 from Community Parks and Playgrounds for Phase II of the Fitness Trail Project. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor McCleaf presented the holiday schedule for town employees for 2016. Mayor McCleaf asked for a motion to accept the holiday schedule as presented.

| HOLIDAYS | <u>2016</u> | | |
|----------------------|-----------------|--------------------|-------------------|
| New Years Day | 31-Dec 1-Jan | Thursday Friday | 1/2 day |
| President's Day | Feb. 15 | Monday | |
| Town Election | | Monday | not until 2017 |
| Good Friday | 25-Mar | Friday | |
| Memorial Day | 30-May | Monday | |
| Indonondante Day | 4 T 1 | Mondon | |
| Independents Day | 4-Jul | Monday | |

| Veteran's Day | Nov. 11 | Friday | |
|---------------|--------------|----------|---------|
| Thanksgiving | Nov. 25 | Thursday | |
| 11 11 | Nov. 26 | Friday | |
| Christmas | Dec. 23 | Friday | 1/2 day |
| " " | Dec. 26 | Monday | |
| 11 11 | Dec. 27 | Tuesday | |
| New Years Day | Dec. 30 | Friday | 1/2 day |
| | Jan. 2, 2017 | Monday | |

Councilman Bill Green made a motion to accept the 2016 Employee Holiday Schedule as present. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor McCleaf held discussion regarding holiday parking in the downtown area. The Council all agreed we would offer free parking in our downtown area from November 23rd-November 28th and December 22nd-January 3rd. The Council discussed how in years past people were not complying with people parking on the streets for free and not moving it like they should. The Council was all in agreement that if there are complaints of people parking on the street and not moving their cars per the town parking regulations, then the town will discontinue the free holiday parking as a consequence. Councilman Bill Green made a motion to approve the free holiday parking as outlined above. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor McCleaf called on Donnie Stotelmyer to discuss issues with the rental of the Community Building. Mr. Stotelmyer said recently there have been issues with people leaving the Community Building messy after rentals for events. This past weekend two of the rentals left the building so messy that extra help had to be called in to clean up the building properly. The security deposit was held from both of these groups, but the security deposit is not enough to cover the wages of the employees who clean the building. Mr. Stotelmyer suggests we raise the rental rate for the Community Building for 2016. Mayor McCleaf held discussion. The Council recommended increasing the rental fee to \$200 and the deposit fee would be raised to \$100. When rentals are made, the full amount of \$300 must be paid. If the building is properly cared for after the rental, the \$100 will be returned to the renter. Councilman Dustin Byers made a motion to increase the rental and deposit fees for renting the Community Building. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Citizen Participation

Mayor McCleaf recognized town resident, Mr. David Kirby. Mr. Kirby wanted to know why certain people in town were not receiving parking violations when the street sweeper was running. Some of those locations included cars parked in front of Third Base Tavern and on

Conococheague Street. Mayor McCleaf said we were unaware of this issue and they will follow up with town employees as to why not everyone is getting cited for sweeper violations. Mr. Kirby also asked if the Mayor and Council could send a greeting card to long time resident Pinky Huffman who is residing in a nursing home off Marsh Pike.

Mayor McCleaf recognized town resident, Mr. Wayne Snodderly. Mr. Snodderly presented some photos of the town to Assistant Mayor Joan Knode. Mr. Snodderly is a photographer. Mayor McCleaf asked Mr. Snodderly if he would be willing to photograph some events in the park, like the Christmas displays for the town to make postcards.

Councilman Jim Kalbfleisch made a motion to adjourn the meeting. This motion was seconded by Councilman Dustin Byers. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer Town Clerk Town of Williamsport